



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kathi Anderson, City Clerk  
Tracey Dunlap, Director, Finance and Administration

**Date:** December 3, 2013

**Subject:** Appointing Planning Commission Interview Selection Committee

### **RECOMMENDATION:**

That the City Council appoints three members to an Interview Selection Committee for the current Planning Commission vacancy created by Councilmember-Elect Jay Arnold's resignation from the Planning Commission . The deadline for applications is December 5, 2013 and a special meeting to conduct the interviews has been scheduled for January 15, 2013. The Committee will need to meet in the next ten days to make their recommendation.

### **BACKGROUND DISCUSSION:**

The Council adopted Resolution 4911 at their March 6, 2012 meeting, which updated Council's procedures and reduced the maximum number of applicants to be interviewed per vacancy to three. The Council rules state that the Interview Selection Committee will be determined by random selection of current Councilmembers. The Committee's recommendation on which three applicants to interview for the Planning Commission vacancy will be brought back to the full Council for approval at the January 7, 2014 regular meeting.

The Mayor and Deputy Mayor recommend that the full Council consider inviting Councilmember-Elect Jay Arnold to attend the meeting of the Interview Selection Committee in December due to his background and experience on the Planning Commission.